



**SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES
PROJECT IMPACT GENERAL ANNOUNCEMENT #14**

First Workday Payroll is This Week



Pay

This week marks the first payroll processing accomplished with Workday. The pay date as well as the first date you can view your pay slip is Thursday January 13, 2022. You should note that the Workday pay slip is significantly different from the pay slip generated by the legacy payroll system. In addition to format changes, the Workday pay slip includes additional pay information not previously listed. Please review your pay slip for anything unexpected.

To better understand your pay slip in Workday, please view the Workday Job Aid titled "[Payroll](#)" from the Training & Resources Page of the Project IMPACT Website. From here you will be learn how to:

- Review your Pay Slip (Page 6)
- Edit your Tax Elections – All prior elections have been carried over to Workday (Page 7)
- Edit or Set up Direct Deposit – All prior elections have been carried over to Workday (Page 10)

Year-end information for 2021 will be available from the [Employee Portal](#), however, in subsequent years you will access year end information from Workday.

If you don't understand your pay slip or if you think your pay is incorrect, please contact your Payroll Representative. If they cannot answer your question, they will research it further or recommend that a SuffolkNOW ticket be created. For general Workday questions, please email HRMSHelpline@suffolkcountyny.gov.

Welcome to Workday...Have a Great Workday